




DATE: January 21, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – January 21, 2022

Police Consultant

This week, the contract with the consultant, Center for Public Safety Management (CPSM), was executed. A kickoff meeting is being scheduled for next week where staff will begin providing all of the documentation they require to conduct their analysis.

Meeting with BSO

This week the Town Attorney and I met with BSO to discuss extending the current contract to the end of the fiscal year as approved by the Commission. We expect a resolution to this issue next week.

Departmental Updates

Police Department

This week, Police Department staff worked on the following:

- Confirmed with IT regarding Police Network and FDLE outstanding assets; should be on site by March 2022
- Received Power DMS software for policy and training. We have not on-boarded with the vendor as yet however we have started migrating our policies to the software.
- Applied for ACCREDITATION with the COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION. This is a 24-month process and is grant funded so there is no cost this year and will cost \$750 annually starting in 2023.
- Awaiting Police Consultants list of requirements so we can facilitate garnering the requested information from BSO etc.
- Was also notified this morning that we did not receive the DOJ grant for school police however, we did receive a comprehensive review of our grant project that will assist us in obtaining this grant this year.

Public Works

Projects

- Proposal from Keith & Associates due tomorrow for RFP 21-09 John P Lyons HMGP drainage project.

- Proposal for feasibility study due (02/04) for turning John P Lyons as a one-way street because of the heavy trucks traffic on this road.
- Sagoma Construction for the Elevated AC duct project may commence next week.
- Maceda Contractors will commence construction for ITB 21-08 Ryan's Park Trail and Picnic Facilities project after receipt of full permit approval.
- Approved Calvin, Giordano & Associates revised illumination plan to begin engineering design for the 47th Year CDBG for the Preserve Safety Lighting project.
- Flooring for Planner's office has completed. Wall painting will begin tomorrow (01/21).
- Flooring for Public Services Department's office commenced this week.
- Will post request for quotes on DemandStar for the Finance's office renovation.
- Seeking to piggyback on FIU's Lift Station R Us contract for the Replacement of Lift Station #15. The contract with C&I is placed on hold.
- Conducted Prebid meeting and site visit for the Town Hardening project (doors and windows) on 01/18. Bids are due 02/02.
- Conducted site visit for the Town Hardening (roof replacement) (01/18).
- Permit application for the SW 25th Street Drainage Improvement project under review with Broward County.

Stormwater & Sewer

Stormwater

- All pumps are on automatic and operational. Lake level elevations are below 2.0 feet.
- Generator of Pump stations #s 1 and 2 are non-operational and waiting for repair.

Sewer

- A to Z will repair a 6-inch sewer break line is underway at residential home in Pembroke Park Lake MHP.
- Sewer team responded to a sewage backup at Lake Shore MHP but was not capable of cleaning the lines using Town's equipment. A to Z was called and they were on the site both Friday (01/14) and Monday (01/17) on emergency requests to Jet-Vac cleaned the manholes at that MHP. Plug was due to rag accumulation in the line.
- Evaluating quotes received for RFQu21-14 Continuing, and On-Demand Services for Jet-Vac Cleaning of Lift Stations.
- Keith & Associates engineering design of the ACP force main replacement on SW 30th Street is underway. Work is anticipated to commence in April 2022.
- Lift stations #1, 5, and 14 are operating with one pump.
- Request for quote to replace electrical conduit of lift station #1; wires are stuck inside the conduit and therefore must be abandoned.
- Impeller of lift station 3 is damaged and will be replaced (01/21).
- Withdrawal of easements for sewer services on MHPs continues to be on hold until a plan is developed and put in place. Meanwhile, staff continues to respond to sewer service calls.
- All lift stations except for the missing pumps above are fully operational as of today (01/21).

Roads & Streets

- Holiday banners on the boulevard will be removed next week.
- Asphalt replacement of SW 30th Avenue with Southern Asphalt Engineering (SAE) will begin once permitting process is finalized.

- Star Pump (01/17) changed irrigation valves on Lake shore Drive (Park Lake Estates MHP medians) to correct pipe leak on the medians. Waiting on proposal to install a pumping station using the nearby lake thereby replacing the Broward County water irrigation line.
- Star Pump will replace the irrigation line on median #17 by I-95 (01/27).

Parks

- Waiting on HR to finalize hiring of the candidate interviewed for the evening and weekend shift.
- Will install 3 BBQ grills at the Preserve and 1 at Behan Park.
- Bathroom renovation - Team has placed the dry wall; will install bathtub and sink next.
- Canadians are meeting up at the Preserve every Wednesday, starting (01/05).
- IT was contacted regarding detached and sagging Comcast communication lines on the building at Behan Park.
- Replacement of Behan building is ongoing; this is to replace the existing dilapidated and termite-infested one.

Plan Reviews and Inspections

- Conducted plan reviews for 3 ROW projects: 2 FPL boring and fiber installations, and one permanent observation well station.

Finance Department

This week Finance staff continued working with Synovus Bank to transfer all Town funds to them. In addition, the W2 forms were prepared and distributed to all staff. The Town auditors continued working on the end of year audit.

Human Resources

This week, HR worked on the following:

- Onboarded new hires: Receptionist and Code Enforcement Officer and conducted new hire orientation
- Extended offer of employment to Parks Maintenance Worker
- Handling various employee relations matters
- Worked with Public Works Director on the plan to begin assessing Public Works staff performance and ensure the right people are in the right positions

Town Planner

This week, the Town Planner:

- Continued review of Land Use Plan Amendment (LUPA) for Trinity Lakes. Coordinated services for consultant to provide necessary engineering review.
- Prepared staff report and agenda for upcoming Planning and Zoning Board meeting. Date is currently being confirmed with Planning and Zoning Board members.
- Met with developers of proposed 47 housing units on SW 52 Avenue.
- Attended demonstration of future community development software.
- Met with consultant for Market Analysis to prepare for project and upcoming data needs.
- Attended Joint Workshop of all Broward municipalities and Broward County to review the current Surtax project list. Will have a specific update for Town after meeting on January 28th.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	11
Zoning Inquiries (email/phone):	6

Zoning Inspections: 11
Business Tax Receipts: 2

Town Clerk

This week, the Town Clerk's Office worked on the following items:

- Completing outstanding minutes
- Working on multiple public records request
- Working on presentation for Charter Review
- Organizing areas due to construction
- Working on obtaining DocuSign
- Looking at Document Center option for iCompass and Laserfiche
- Completed discrepancies identified by OIG on 2019 Resolutions
- Hired a temporary receptionist
- Moving Werner upstairs

Code Enforcement

This week, Code Enforcement worked on the following:

- Multiple meetings and re-inspections with Residents and Business owners regarding their open violations
- Responding and resolving complaints
- Monitoring the Town Corridors
- Notice of Violation 1
- Affidavit of Compliance 7
- Easy Gov Software Demo Review
- Multiple violations at Lone Pine MHP & multiple violations at Holiday MHP – Working on violation backlog
- Signed up for Code Enforcement Level 2 – Legal Aspects of Code Enforcement on 2/21-2/25/21
- Training new Code Enforcement Officer Erik Richwagen

Building Department

This week, Building Department staff worked on the following:

- The amnesty program is in progress and as of today we have 19 applicants and nearly 40 requests (which they are gathering the required information for a completed application)
- Building Department completed their Amnesty tracking database in "Microsoft Access"; also, this mentioned to staff and is shard to the building department and code staff and after further "debugging" will be shared to the Managers, Finance)

Goals for next week

- Work with CPSM (police consultant) to provide them any and all information they need to conduct their study.
- Follow up with BSO on the contract extension to the end of the fiscal year as approved by the Commission.
- Follow up with Hollywood and Hallandale on the possibility of them providing Police Services to the Town as approved by the Commission.